

Walsall Council Scrutiny and Performance Panel Work Group
Initiation Document

Work Group Name:	Procurement
Panel:	Corporate services
Municipal Year:	2007/08
Lead Member:	To be confirmed
Lead Officer:	To be confirmed
Support Officer:	Helen Dudson
Membership:	Councillors Longhi, Nazir, Towe and Sarohi

1. Context	
	<p>Why has this work group been set up? Consider the main drivers behind it</p> <p>Procurement is a vital strategic tool that touches and affects all services and as such it is of great importance in decisions that impact on financial matters. Members were concerned that councillors were not fully engaged or aware of the role of procurement and that this essential in allowing them to effectively fulfil their role as critical friend.</p>
2. Objectives	
	<p>What do you want it to achieve? It is important to have clearly defined outcomes at the start to give the working group direction and ensure it adds value.</p> <ol style="list-style-type: none"> 1. Monitoring of performance of achievement against procurement savings targets. 2. Consideration of performance against LAA target regarding trade with local businesses. 3. Councillors to be better informed regarding procurement to assist with their scrutiny role as critical friend.
3. Scope	
	<p>What should be included and excluded?</p> <p>Includes</p> <ol style="list-style-type: none"> 1. overview of process and procedures in Walsall 2. benchmarking with other authorities to compare processes and procedures 3. information regarding performance against procurement savings target and LAA target regarding local businesses 4. Consideration of use of VFM framework tool developed by scrutiny

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	<p>5. Consideration of how procurement fits into the wider VFM agenda. 6. Consideration of if scrutiny can assist in developing procurement policy.</p> <p>Excludes</p> <p>1. Consideration of performance of procurement service as this is covered by another panel and work is to concentrate on the strategic role procurement has. 2. Consideration of specific service procurements as these would be covered by relevant scrutiny panel.</p>
4.	Who else will you want to take part?
	<p>Think about who else, other than lead officers and members, it would be useful to include either as part of the working group or to bring information at specific points. For example- partners, stakeholders, other authorities.</p> <p>Due to panel remit structure work outlined strays into the remit of the Children and Young People Scrutiny and Performance Panel. Once work agreed by panel the chair of Children panel is to be contacted and invited to join a joint work group.</p>
5.	Timescales & Reporting Schedule
	<p>Needs to be completed within the same municipal year and so should be able to report to full panel by the last meeting at the latest but consider the subject- is there anything else that it may need to tie into (e.g. academic or financial year or to coincide with national/sub-regional developments) How often will update be provided to full panel?</p> <p>Not yet determined. This initiation document will be reported back to the full panel at the 30 August meeting.</p>
6.	Risk factors
	<p>Are there any obstacles that can be predicted? For example, is it dependent on other organisations outside your control and duty to cooperate. Identifying these factors early should help minimise their impact.</p> <ul style="list-style-type: none"> • Remit overlaps with that of another panel

Date Agreed:		Date Updated:	26.07.07
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Timetable:

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To be inserted once dates agreed.